United Nations ST/IC/2008/13

Secretariat

25 February 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations competitive examination for accounting assistants (2008)**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for accounting assistants, in accordance with the provisions of administrative instruction ST/AI/1998/4.

2. The written part of the examination is scheduled to be held in New York, tentatively in June 2008. Staff members will be advised of the precise date and location.

3. The minimum eligibility requirements for staff members are as follows:

(a) High school or equivalent diploma; and

(b) Additional qualifications, such as a degree, certificate(s), coursework or training in accounting or finance, or progressively responsible experience in accounting or finance.

4. In addition to the minimum eligibility requirements stated above, staff members who sat for a previous accounting clerk/assistant examination must meet the following conditions:

(a) Have achieved a mark of at least 25 per cent on the overall score of that examination;

(b) Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Accounting a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the examination for accounting assistants more than four times within a 10-year period.

* Expiration date of the present information circular: 31 December 2008.

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6. The written examination will consist of one paper covering basic accounting principles and practice. The use of any reference material is not permitted during the written examination. Staff members must bring their own calculators. Personal computers are not allowed. Candidates who have not already passed the Administrative Support Assessment Test (ASAT) (formerly known as the "clerical test") in English will be required to take it prior to the written examination for accounting assistants. Candidates who do not obtain a passing grade on the English ASAT will be disqualified.

7. On the basis of the results obtained in the written examination, the Board of Examiners for Accounting will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. Based on the results of the practical test, selected candidates will be invited to an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should not assume that they will be placed on a reserve roster of qualified candidates.

8. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for accounting assistants at United Nations Headquarters in New York will be filled. Candidates placed on the roster may be selected depending on the needs of the United Nations and the availability of posts. Internal candidates placed on the roster will receive an offer for an accounting assistant position prior to the selection of candidates from the next examination.

9. Successful candidates selected to fill vacancies will be assigned as accounting assistants for a trial period. The trial period will normally be one year, but it may be extended as necessary. They will be required to work in a fully computerized environment. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts. In the case of staff members placed on temporary posts (general temporary assistance, replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to a post at their level.

10. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and of the present information circular may apply by completing the attached application form and forwarding it to: United Nations competitive examination for accounting assistants, General Service and Related Categories Staffing Unit; Staffing Service, Operational Services Division, Office of Human Resources Management, Room DC1-0200, One United Nations Plaza, New York, NY 10017. The deadline for receipt of applications is 15 April 2008. To ensure that applications are properly received on time by the Unit during its temporary relocation, staff members are strongly encouraged to submit their application by fax to: 917-367-0586 or by e-mail to: accounting-exam-2008@un.org. Written proof of educational qualifications obtained or relevant experience must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of applications. Extensions for receipt of applications will not be granted.

Annex

Application for the 2008 competitive examination for accounting assistants

Please type or print legibly.

Last name (family name) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Nationality ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Sex [F] [M] Index No. ☐☐☐☐☐☐ Category ☐☐ Present level ☐☐

Type of appointment Fixed-term ☐ Probationary ☐ Permanent ☐

Expiration or review date Day ☐☐ Month ☐☐ Year ☐☐☐☐

Date of birth Day ☐☐ Month ☐☐ Year ☐☐☐☐

Date of entry in United Nations Secretariat Day ☐☐ Month ☐☐ Year ☐☐☐☐

Have you taken this examination before? **No** ☐ **Yes** ☐ **If yes, when:**

In 19☐☐ In 19☐☐ In 19☐☐ In 20☐☐ In 20☐☐

Main language (mother tongue) ☐

Have you passed the English ASAT? **No** ☐ **Yes** ☐

Duty station _____

Department/Office _____

(write in full)

E-mail address _____

Room No. _____ Telephone No. _____

Please complete an up-to-date P-11 form, or preferably a PHP form, and attach it to the present application. Describe your educational background and work experience (giving dates and duration) in the areas of accounting and related functions.

Applications submitted without either a P-11 or PHP form will not be considered.

I certify that the above information is correct to the best of my knowledge and belief.

Date _____ Signature _____